State of Nevada Technical Standards Committee (TSC)

Meeting Minutes

Meeting Name: State Technical Standards Committee
Recorder: Sherri McGee
Facilitator: Terry Savage/Dave McTeer
Date: March 23, 2006
Time: 10:00 AM – 11:30 AM
Location: IMS Video-Conference Room, 727 Fairview Drive, Suite E, Carson City, NV 89701

Attendees

Name	Agency	Telephone	E-Mail Address	X
Terry Savage: Chair	Dept of Information Technology	775.684.5801	tsavage@doit.nv.gov	X
Dave McTeer: Co-Chair	Dept of Administration	775.684.8959	dmcteer@ifs.state.nv.us	
James Brady	Dept of Information Technology	775.684.5891	jfbrady@doit.nv.gov	
Chuck Conner	Dept of Motor Vehicles	775.684.4578	cconner@dmv.state.nv.us	
Shawn Curby	Dept of Information Technology	775.684.4319	scurby@doit.nv.gov	X
Jeff D'Amario	Public Utilities Commission	775.684.6192	jdamario@puc.state.nv.us	X
Chris DeSocio	Public Employees Benefits	775.684.7000	cdesocio@peb.state.nv.us	X
Lon DeWeese	Housing Div	775.687.4258	nhd@nvhousing.state.nv.us	
Eric Dugger	Legislative Council Bureau	775.684.6810	edugger@lcb.state.nv.us	
Chris Finnegan	Dept of Information Technology	775.684.7348	cwfinnegan@doit.nv.gov	X
Joseph Gallegos	Attorney General	775.684.1128	jpgalleg@ag.state.nv.us	X
Stan Gillie	Dept of Taxation	775.684.2112	sgillie@tax.state.nv.us	
Jack Harris	Dept of Information Technology	775.684.7379	jharris@doit.nv.gov	X
Ted Hendricks	Public Works	775.684.4147	THENDRICKS@spwb.state.nv.us	
Ernie Hernandez	Health Div	775.684.5923	ehernandez@nvhd.state.nv.us	
Dana Hines	Library and Archives Division	775.684.3370	dlhines@clan.lib.nv.us	
Tony Injayan	Purchasing Div: Administration	775.684.0176	tinjayan@purchasing.state.nv.us	
Chris Ipsen	Health Div	775.684.4230	cipsen@nvhd.state.nv.us	X
Patricia Morse Jarman	Div of Consumer Affairs	702.486.9797	comishnr@fyiconsumer.org	
Otto Lynn	Div of Child and Family Services	775.687.9020	odlynn@dcfs.state.nv.us	X
Anthony Marcin	Office of the State Treasurer	775.684.5761	acmarcin@nevadatreasurer.gov	
Teri J. Mark	Library and Archives Div	775.684.3323	tjmark@clan.lib.nv.us	
Dorothy A. Martin	Dept of Transportation	775.888.7750	dmartin@dot.state.nv.us	X
Jon Mathews	Dept of Information Technology	775.684.5843	jmathews@doit.nv.gov	
Sherri McGee	Dept of Information Technology	775.684.5856	smcgee@doit.nv.gov	X
Glenn Meyer	Welfare Division	775.684.0580	gmeyer@welfare.state.nv.us	
Lorraine T. Newlon	Div of Consumer Affairs	702.486.9777	lnewlon@fyiconsumer.org	
Dan O'Barr	Dept of Correction	775.887.3271	dobarr@doc.nv.gov	
Randy Potts	Dept of Information Technology	775.684.5625	rpotts@doit.nv.gov	
Rex Reed	Conservation & Natural Resources	775.687.3600	rexreed@dcnr.nv.gov	X
Grant Reynolds	Dept of Administration	775.687.4250	kgreynolds@ifs.state.nv.us	
Lani Smith	Secretary of State	775.684.4800	lssmith@sos.nv.gov	
Dave Stewart	Dept of Employ, Training, Rehab	775.684.3943	dnstewart@nvdetr.org	
Dan Stockwell	Dept of Information Technology	775.684.7300	stockwel@doit.nv.gov	
Andrew Tucker	Gaming Control Board	775.684.7715	atucker@gcb.nv.gov	
Ray Watley	Dept of Motor Vehicles	775.684.4636	rwatley@dmv.state.nv.us	X

Guest Attendees

Name	Agency	Telephone	E-Mail Address	

DISCUSSION HIGHLIGHTS

1. **Approval of January 2006 Meeting Minutes:** Approved the January TSC minutes.

3. **Status Update for NITOC Approvals**:

   Hardware Standard – NITOC spilt the hardware standard into two different standards; the Desktop/ Laptop Standard and the Server Standard. The Financial Impact Statement was created for the Desktop/Laptop standard and the Server Impact Statement will be created shortly.

   Email Standard – NITOC wanted the Financial Impact Statement before approving. The Financial Impact Statement has not been created yet due to the need to refine the process of creating impact statements. Terry will be putting a committee together to create a more streamlined analysis for impacts.

4. **Standards for TSC Approval to send to NITOC**:

   Software Standard – The software standard was approved for the final approval process (NITOC and the ITSPC). A Financial Impact Statement will be created.

5. **Sub-Committee Reports:**

   Storage Standard – A media type and implementation matrix was passed out to Committee members. Discussions confirmed the need to include the matrix in the standard and to include definitions for clarity.

   Backup and Recovery Standard – The Backup and Recovery Standard sub-committee is working on a new standard and be reviewing Security's Disaster Recovery Plan to make sure there is not redundancy.

   Database Standard – Further discussion on naming products in the standard. A slight revision to the wording will be made and the standard will be up for vote to send to NITOC at the next meeting.

   Content Management Standard – NERC needs to write policy on content management before a content management technical standard can be written.

   Computer Network Standard – Sub-committee members not present to report.

6. **Standards Formatting:** Standards need to follow the template and each section in the template needs to be included. DoIT's document control personnel will make any format changes that are needed to be consistent with other PSPs.

7. **Selection of New Standards:** At the next TSC meeting the list of potential standards will be reprioritized. The list has been updated to reflect status and the following suggested standards have been added to the list:

> Open Source
> Licensing Systems
> Interim Standard: Non-DoIT Internet Service Providers (ISPs) Hosting Standard

Decisions

#	Decision	Rationale	Date
1	It was agreed that notification of all committee activity would be sent to Nevada agency IT contacts for review and comment.	To generate interest and keep all agencies informed on TSC progress	07/28/05
2	New purchases must meet the new TSC standards once approved	To promote interoperability and cost savings for the State of Nevada	07/28/05
3	The draft TSC Charter was reviewed and accepted, with revisions.	To guide the committee on purpose and intent	07/28/05
4	The committee agreed that Legislative Budget Analyst, Tracy Raxter should attend the meetings.	To coordinate budget impacts	07/28/05
5	It was agreed to connect via video-conference with the Sawyer Building in Las Vegas for all future meetings.	To facilitate involvement with southern agencies	07/28/05
6	Committee agreed to let NERC write a Records/Document Management Systems Standard	To have a statewide standard in place to address a purchasing contract due to expire in 2006	08/25/05
7	The Committee developed sub-committees to address the first round of Standards development	Need to have focused groups to develop standards by the January time-frame for the upcoming budget process	08/25/05
8	The Committee will notify Boards and Commissions as part of the regular notifications to agencies of the TSC activities.	To enhance communication to all those that may be affected by State standards	08/25/05
9	The Committee agreed to extend the standards completion timeline	To allow time for review of standards by the TSC	11/16/05
10	The Committee approved the Email Standard	To send to NITOC for final approval	12/22/05
11	The Committee approved the Authentication Standard	To send to NITOC for final approval	12/22/05
12	The Committee approved the Hardware Standard	To send to NITOC for final approval	12/22/05

Action Items

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
1	07/28/05	E-mail the strategic goals and their priority to committee members.	Sherri McGee	Closed	08/25/05
2	07/28/05	Recruit Legislative Budget Analyst, Tracy Raxter, to the committee.	Sherri McGee	Closed	10/27/05
4	08/25/05	Develop the Database Standard	Dan Stockwell	Open	
5	08/25/05	Develop the Authentication/Biometrics Standard	Chuck Connor	Closed	01/30/06

State of Nevada Technical Standards Committee (TSC)

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
6	08/25/05	Develop the Backup and Recovery Standard	Joe Gallegos	Open	
7	08/25/05	Develop the Storage Standard	Chris Ipsen	Open	
8	08/25/05	Develop the Email Standard	Terry Savage	Open	
9	08/25/05	Update the Computer Networking Standard	Jon Mathews	Open	
10	08/25/05	Update the Software Standard	Tony Injayan	Closed	03/23/06
11	08/25/05	Update (develop) the PC Hardware Standard	Tony Injayan	Closed	03/23/06
12	08/25/05	Update (develop) the Server Hardware Standard	Tony Injayan	Closed	03/23/06
13	08/25/05	Develop Records/Document Systems Standard	Teri Mark	Open	
14	10/27/05	Develop Technical Standards Dictionary. This will be an agenda item for the next meeting.	Terry Savage	Closed	01/01/06
15	10/27/05	Sherri McGee will draft specifications on how to set standards.	Sherri McGee	Closed	11/16/05
16	11/16/05	Investigate why some (Policies, Standards and Procedures) PSPs deviate from the template and report back to the Committee on format issues.	Sherri McGee	Closed	11/21/05
17	11/16/05	Provide a definition for "agency" in the State of Nevada	Sherri McGee	Closed	11/21/05
18	11/16/05	Distribute information on Massachusetts ODF Standard	Sherri McGee	Closed	11/21/05
19	11/16/05	Get update from Chris Ipsen on Storage standard progress	Sherri McGee	Closed	11/21/05
20	12/22/05	Sherri McGee will distribute the ITSPC Glossary to the committee	Sherri McGee	Closed	01/10/05
21	12/22/05	Get Security approval for changes to the Backup standard	Sherri McGee	Closed	01/30/06
22	03/23/06	Committee to be formed to address Financial Impact Statements	Terry Savage	Open	